



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 22-24		
Business Title: Purchaser	State Classification: Purchaser VI	
Salary Group: B22	Salary: \$4,301.17 - \$4,800 (month) \$51,614.00-\$57,600.00 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 11/04/2021	FLSA Status: Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential: N/A	Openings: 1
Division: Financial Services	Program: Financial Services	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs highly advanced (senior-level) purchasing work for the Procurement Program. Work involves planning, organizing, coordinating, and preparing specifications; preparing procurement documents; and maintaining records of items purchased, received, prepared, and issued. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Purchases trade services, MRO supplies and equipment of a highly technical nature within assigned classifications.
- Prepares and reviews complex requisitions for accuracy, completeness, and compliance with applicable policies, procedures, rules, and statutes prior to processing.
- Develops procurement strategies, including market surveys, supplier qualifications, solicitation documents, specifications, evaluation criteria, and pre-award survey requirements.
- Prepares and solicits competitive bid invitations; requests for proposals; requests for offers; and coordinates evaluations and award processes.
- Conducts procurement evaluations in accordance with established procedures.
- Utilizes the internet to research specifications and/or vendors for added value to solicitation process.
- Makes recommendations for annual contract awards, awards contracts, and monitors the contract throughout the procurement cycle.
- Complies with HUB Program in the contract award process.
- Performs cost analyses and negotiations in conjunction with contract awards.
- Rejects items that do not meet specifications.
- Monitors legal and regulatory requirements pertaining to purchasing.
- Advises assigned division representatives on proper interpretation and application of purchasing statutes, rules, and procedures.
- Coordinates and facilitates pre-bid conferences and formal meetings with agencies and bidders/vendors.
- Initiates and approves emergency purchases.
- Assists in the development of standard specifications.
- Assists in preparing and revising specifications.
- Submits vendor performance reports; assists in resolution of vendor performance issues.
- Prepares complex written documents, including contract notification reports, training materials, and formal correspondence to agencies and contractors.
- Train others.



Texas Facilities Commission Employment Opportunities

- May travel as required to conduct pre-bid conferences, trade shows presentations, and training.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in business administration, public administration, accounting, management, or a related field.
- Three (3) years experience in purchasing, specification development, planning, scheduling, buying, and contract administration; and customer relations.
- Education and experience may be substituted for one another on a year-for-year basis.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Certified Texas Contract Developer (CTCD), preferred. Certification required within six months from the date of hire.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of public purchasing laws, policy, methods and procedures, purchasing sources, prices, market factors, product characteristics, and general and technical specification development and application.
- Considerable knowledge of the agency's purchasing policies and procedures, particularly as relates to statewide procurement programs and best value contract awards.
- Knowledge of HUB "Good Faith Effort" policy and procedures.
- Proficient skill in evaluating products, equipment, and material; analyzing and organizing technical data.
- Proficient skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to read, understand, and adhere to departmental policies and procedures, and the laws controlling state purchasing operations.
- Ability to use initiative and the motivation to take calculated risks.
- Ability to provide customer service.
- Ability to handle multiple tasks.
- Ability to meet deadlines.
- Ability to train others.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433**



Texas Facilities Commission Employment Opportunities

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 51C Contracting Noncommissioned Officer (NCO), 51C Contract and Industrial Management, LSS Logistic Specialist (Submarine), 651X LDO-Supply Corps, FIN10 Finance, 3044 Operational Contract Support (OCS) Specialist, 3002 Ground Supply Officer, 2SOX1 Material Management, 21RX Logistics Rediness, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14906363

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433